

**Chelan County
Development Review Manager
Job Description**

Job Title: Development Review Manager
Department: Public Works
Reports To: Director / County Engineer
FLSA Status: Nonexempt
Prepared By:
Prepared Date:
Approved By:
Approved Date:

SUMMARY:

Under the general direction of the County Engineer this position is responsible for the oversight and supervision of three employees for all utility work located within the county road right-of-way, review of all subdivision and other development for compliance with Chelan County road standards including stormwater management, oversight and inspection of development construction, and inspection of all driveway approaches onto county roads for safe location and construction standard compliance. This position requires coordination with County personnel for storm water issues and the Fire Safety and Building/Planning Department among others.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attend Pre-Application meetings to assist applicant/developer with project proposals and clarification of requirements by the Public Works Department with respect to county right-of-way, road and driveway access requirements and county road standards.
- Review Subdivisions, Planned Developments, Short Plats, Conditional Use Permits and Zone Change applications. Reviews include but are not limited to checking for compliance with county road standards, survey accuracy, lot access, determination that state and recording requirements are met, and proper right of way has been dedicated. Review all developments with the County Engineer.
- Review all development action construction plan submittals for accuracy, completeness, conformity with county road standards and that essential information is provided for construction. Subsequent review is typically necessary.
- Correspond with the associated development personnel for all matters relating to development issues.
- Conduct field Inspection of development projects to include but not limited to:

Conduct measurements to verify the accuracy of all road and utility project elements.

Inspect all project elements for workmanship, standard compliance and approval.

Interpret field test reports with respect to compaction, gradation and slump for compliance with accepted standards.

Notify and review requested deviations from approved construction plans with the County Engineer.

- Final Plat Review for; Subdivisions, Planned Developments and Short Plats. Review includes; computing lot closures, determine that all state and recording requirements have been met, county road right-of-way has been accurately established, any approach requirements have been met and any new roads created with respect to the development have been built to county standards and named appropriately. Review Plat with County Engineer for consent to sign.
- Correspond with the Traffic Safety department for signing and striping of newly developed roads as necessary.
- Overall project organization to include; project tracking, organization of related correspondence, project submittals from applicants/developers, realtors, consulting engineers and surveyors. Responsible for timely responses to project related submittals.
- Provide assistance to the public regarding public improvements for subdivision development.
- Responsible for permitting and inspection as required for all utility placement within the County right of way.
- Develop and review franchise agreements with utility companies and utility districts.
- Issue approach permits. Approve approach locations for safety and construction compliance.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Directly supervises three employees in the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (BS) in Civil Engineering, Construction Management or related field and two (2) years related experience or Associate's Degree (AS) in Civil Engineering, Construction Management or related field and a minimum of six (6) years related experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Ability to effectively present information, respond to questions, and generally practice excellent communication skills, both oral and written, with the Board of County Commissioners, Planning Commission, Hearing Examiner, development project applicants, consultants, contractors and the general public.

Ability to administer confidential issues in a discreet manner.

Familiarity with current ideas, practices and trends relating to drainage, stormwater management, erosion control, design and construction standards and road practices.

Familiarity with State and County rules, regulations, codes, ordinances and policies regarding comprehensive planning and land use.

Familiarity with State Environmental Policy Act (SEPA) regulations.

Knowledge of LAG Manual, WSDOT Standard Specifications and other WSDOT manuals, AASHTO design manuals and the MUTCD.

OTHER CERTIFICATES, LICENSES, REGISTRATIONS:

Washington State Driver's License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and sit. The employee is regularly required to talk or hear. The employee is occasionally required to walk about construction sites. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste and smell. The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.